

MEMORANDUM FOR: All Recruiters

STATINTL FROM : [REDACTED]  
Chief, Recruitment Division

SUBJECT : Policy and Administrative Matters (#9)

1. As you are aware, Dow and I met with the Agency Task Force on Sex Discrimination last month to describe our recruitment procedures. One of the questions raised by the Task Force concerned the hiring of female college graduates as secretaries. Our explanation of our policy on this issue appeared to satisfy the members of the Task Force. As this is an important issue, I think it would be worthwhile to reiterate our policy to ensure there is no misunderstanding on the part of the recruiters:

Recruiters are not to encourage college graduates (male or female) to apply for clerical positions. If applications are received, recruiters are to counsel these applicants to seek positions compatible with their professional training. In essence, you are to do career counseling. If the college graduate insists on filing an application, you are to process it. Although the application cannot be rejected, the applicant must be made aware that he or she is being processed only for a clerical job. I'd also suggest in such cases that you call particular attention to Paragraph D of Form 894, Employment Information Agreement which states: "I understand that any eventual assignment to a position of a professional nature, if I am qualified for such by specific education, training or experience, will depend upon the existence of a suitable vacancy and no promises to the contrary have been made to me."

As always, common sense must be used in applying this policy. If the person got a degree 10 or 20 years ago and has been out of the job market during that time or has served in a clerical job for a considerable length of time, it would only be necessary to reinforce the fact that the applicant will be considered strictly for a clerical job; counseling would not be needed.